



County of Orange
Planning & Development Services Department

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INSTRUCTIONS FOR APPLICANTS
PREPARING ENVIRONMENTAL INFORMATION FORM

INTRODUCTION TO FILING INSTRUCTIONS

The attached Environmental Information Form is intended to provide the basic information necessary for the evaluation of your proposed project to determine its potential environmental effects. The information on the form, with the supporting data listed in the Instructions which follow, will be utilized to perform a review for exemption and/or Initial Study on your project. This review provides the basis for determining whether or not the project may have a significant effect on the environment, as required by state law.

After necessary information has been received by the Environmental & Project Planning Services Division, a determination will be made regarding the appropriate environmental documentation for your project. If the project is found to be exempt from CEQA, a Notice of Exemption will be prepared and returned to the County lead division with the environmental determination memo. The Notice of Exemption will be filed by the lead division after the project is approved in order to establish the statute of limitations for legal challenges to the exemption under CEQA. If the project is not exempt but no significant environmental effects are anticipated, or if impacts can be mitigated or avoided by a change in the project design or operation, A Negative Declaration will be prepared and posted. Per Section 15063 (b)(1) of the Guidelines, when there is substantial evidence that an aspect of the project may cause a significant effect on the environment, Orange County Planning & Development Services Department shall prepare, or cause to be prepared, an EIR, or use a previously prepared EIR which it determines would adequately address the current project.

Completeness and accuracy in preparation of your submittal will enable Staff to process your project in the most expeditious manner possible. The one-page Environmental Information Form provides the required format for submittal of environmental information. Submittal in that format should be as many pages as are necessary in order for Environmental & Project Planning Services Division to properly evaluate your project.

If you need assistance in completing the form or have any questions regarding the processing of any environmental documentation, please contact the Environmental & Project Planning Services Division at 834-5550 or visit our offices at 300 N. Flower Street, Room 321, Santa Ana.

Thank you in advance for your cooperation.

